

Student's Name
Address Line 1
Address Line 2
City, State/Province, Postal Code
Country
Home Phone 555-2468

TYPE OF WORK EXPERIENCE POSITION REFERRED - Experiences sought from placement

- Give as much detail as possible about the kinds of clients and programs you wish to work with
- WHEN you wish to commence, number of hours required

PERSONAL

Using brief phrases, describe yourself to your potential employer. Focus on the skills, knowledge, experience and abilities you have, which you believe would be of benefit to this employer. List these as dot points.

EDUCATION

19xx-19xx Date started - Finished - Award obtained, school name
19xx-20xx Date started - Finished - Award obtained, school name

EMPLOYMENT

19xx-19xx *Position, Name of Company, When you worked there*
Using action words to maximize the impact, describe your first job responsibilities. Be concise; remove all unnecessary words & phrases. Include the specific results of your actions or decisions to demonstrate your contribution.

19xx-19xx *Position, Name of Company, When you worked there*
In the same manner as above, describe your next (or current) job.

19xx-19xx *Position, Name of Company, When you worked there*
In the same manner as above, describe your next (or current) job.

19xx-20xx *Position, Name of Company, When you worked there*
In the same manner as above, describe your current or most recent job.

LANGUAGES

- List the language you are most fluent in.
- List any other languages you are fluent in.

SKILLS/ABILITIES/ATTITUDES

- List any skills, attitudes, experience or abilities which you feel you could offer the prospective employer

INTERESTS/HOBBIES

- List hobbies and/or interests, including any awards or honors you have received in relation to them - eg. Played Handball at representative level ...???

REFEREES

- List 1-2 people who are prepared to give you either a personal and/or professional reference. Give their
 - Name
 - Position
 - Company
 - Contact Details - Phone, Fax, Email, Address
 - Details of their relationship to you